

1593-02

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

82 DOL-2

Application Date: April 15, 1975

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
JAN 7 1982	75-99-A	FEB 1 1982

Record Series Title: Comprehensive Employment and Training
Act Client Case Files *Schedule 45-99*

Person to Contact: Joyce Eunice

Item number to be amended: 12(25 on old form)

Telephone No. 656-6330

Reads as follows: "...Central Record(Central Office) file; transfer to State Records
Center; hold 2 years; then destroy."

Amended to read: "Central Record Unit; transfer to State Records Center; hold four years
and until the satisfaction of all audit requirements; then destroy."

Reason for change: change in Code of Federal Regulations, extending retention requirements.
see 41 CFR 29 29-70.203, Sec 133(a)(1).

AUTHORITY:

Division Director/Designee

Bernard M. Harman

Date *1/5/82*

Records Management Officer (RM&C):

W. G. Guch

Date *1/9/81*

ESA Director:

Date

State Auditor/Designee:

W. H. Smith

Date *1-12-82*

Secretary of State/Designee:

Carroll Hart

Date *1-11-82*

Attorney General/Designee:

Henry H. Hays

Date *1-29-82*

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number _____

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: April 15, 1975

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed

Jan. 7, 1982

Feb. 1, 1982

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Act Client Case Files

Person to Contact: Joyce Eunice

Item number to be amended: 12 (25 on old form)

Telephone No. 656-6330

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until the satisfaction of all audit requirements then destroy."

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see 41 CFR 29 29-70.203, Sec 133 (a) (1).

AUTHORITY:

Division Director/Designee: _____

Date _____

Records Management Officer (RM&C): *MLH*

Date 2/10/82

ESA Director: *Walter Brown*

Date _____

State Auditor/Designee: _____

Date _____

Secretary of State/Designee: _____

Date _____

Attorney General/Designee: _____

Date _____

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

75-99-A

NOV 17 1980

Record Series Title: 75-99 CETA Client Case Files

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

54-637(1)

Code

54-637(1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 20, 1979; 29-70.203b-3b1,2.

Division Director/Designee:

Date 9/2/80

Records Management Officer (RM&C):

Date 9/30/80

ESA Director:

Date

State Auditor/Designee:

Date 10-30-80

Secretary of State/Designee:

Date 10-27-80

Attorney General/Designee:

Date 11-12-80



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 3-19-75		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received MAR 21 1975 Application No. 75-99 Date Completed APR 15 1975	
2. Agency Application No. DL-022					
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Manpower Programs Development Division Central Records Section, Room 130, IBEW Bldg. Atlanta, Georgia 30312			4. Person to Contact Joyce H. Eunice		
			5. Working Title State Manpower Program		6. Tel. No. 656-6330
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 6-1-74 - Date		9. Exact Series Title Comprehensive Employment and Training Act (CETA) Client Case Files			
10. What is the function of the office in which this record series is created? The Manpower Program Development Division is responsible for compiling and disseminating state and area manpower and labor market information and for conducting related research. The Division develops new and experimental manpower programs and negotiates all contracts for manpower services. The Central Records Section is responsible for supervising, regulating and monitoring the enrollments, placement in components and termination of clients in the Comprehensive Employment Training Act and the Manpower Development and Training Act programs. The Section also makes reports on all aspects of the programs to the Federal Power Administration, State Manpower Planning Council, Governor's Office, Local Program Operators, and Prime Sponsors.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Maintaining enrollment, termination and follow-up records on individuals participating in various programs. Included is: Information furnishing particulars on clients and their activity while involved in the project and information on the working record of the clients after they have completed their training. Forms included are Client Intake Form (CETA-1), Client Status Change Notice, (CETA-3), Allowances, Notice of Entry and/or Participant Changes (CETA-26), Verification of Public Assistance (CETA-28), CETA Transmittal Document (CETA-4), Personal Data Change Notice, (CETA-5), Wages Entry Form (CETA-27), CETA Termination Notice (CETA-6), Follow-up Record (CETA-8), Employees Withholding Exemption Certificate, CETA Enrollee Status, Special Grant - Quarterly Progress Report (MA 5-135), Quarterly Summary of Client Characteristics (MA 5-136), CETA Monthly Progress Report (MA 5-144) CETA Statistical Report File is arranged: Geographically by area; thereunder numerically by project number; thereunder numerically by social security number.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		45	67.5		
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				AVERAGE DAILY REFERENCES	
				Constant 5 - -	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part I, Chapter 11700 and Agency Administrative Procedures Manual, Part II, 11716.01 ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 yrs. following final action on project (final action is the 12-month follow-up on trainee)
- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

Administrative Procedures Manual - Part II, 11716.01

"CETA records become obsolete 3 years from date of last action taken on project."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] OTHER See Below, then:

Upon completion of the 12-month follow-up of all trainees, transfer to inactive file.

Cut-off inactive file at the end of each fiscal year; hold in current files area 1 year; then

Central Record (Central Office) file: Transfer to State Records Center; hold 2 years; then destroy.

District Office File: Transfer to local holding area; hold 2 years; then destroy.

Trainee Activity Printout: Hold in current files area until up-dated report is received; then destroy.

Records Management Officer (Signature) <i>[Signature]</i>	Date 3-19-75	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	3-19-75
	State Auditor/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	4-14-75
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	4-11-75
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	4-14-75

STATE RECORDS
COMMITTEE